



Automated Waitlist User Guide For Faculty & Staff



Updated 07/03/2023

ATU Automated Waitlist User Guide

Process Overview

The automated waitlist (WL) process uses the OneTech Self-Service Banner "Register Students and Add/Drop Classes" page to add students to waitlists for courses in which the managing departments have assigned WL seats. When a seat becomes available a student is able to move themselves from "waitlisted" to "registered" as long as they have their registration PIN. Students and their primary advisors receive e-mail notification when a seat is made available instructing them to go into OneTech and adjust their status to "web registered" if they still want in the class. The student will have 48 hours in spring/fall and 72 hours in the summer from the time of notice in which to make the change. During that period no other student will have access to the seat.

Functionality for pre-requisite checking, time-conflicts, and other registration restrictions will be active for the WL registration status, meaning that a student who is not eligible to enroll in a course will not be able to WL for it either. Departments will have the ability to monitor waitlisted students, their notifications, and to re-order the list if a special case warrants it.

Student Views

Students will encounter the WL process when they attempt to register for a class through Self-Service Banner. There are four different messages that a student might see when registering for a course with a waitlist.

If a course is closed and the waitlist is full the student will receive this message:

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Course is Closed and Waitlist is Full	70028	ART	2123	001	Undergraduate	3.000	Standard Letter	Experiencing Art

If the open seat in a course is reserved for someone on the waitlist and the waitlist is full:

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Open Seat is Reserved for Waitlist and Waitlist is Filled	70028	ART	2123	001	Undergraduate	3.000	Standard Letter	Experiencing Art

If the open seat in a course is reserved for someone on the waitlist:

Registration Add Errors

Status

Open seats are reserved for waitlist. To get on the waitlist select "Waitlisted" from the drop down & submit changes. If a seat opens you will have a limited time to register. Check OneTech email.

If a course is closed but has a waitlist, the student will select the course in SSB and change the action to "waitlisted":

Registration Add Errors

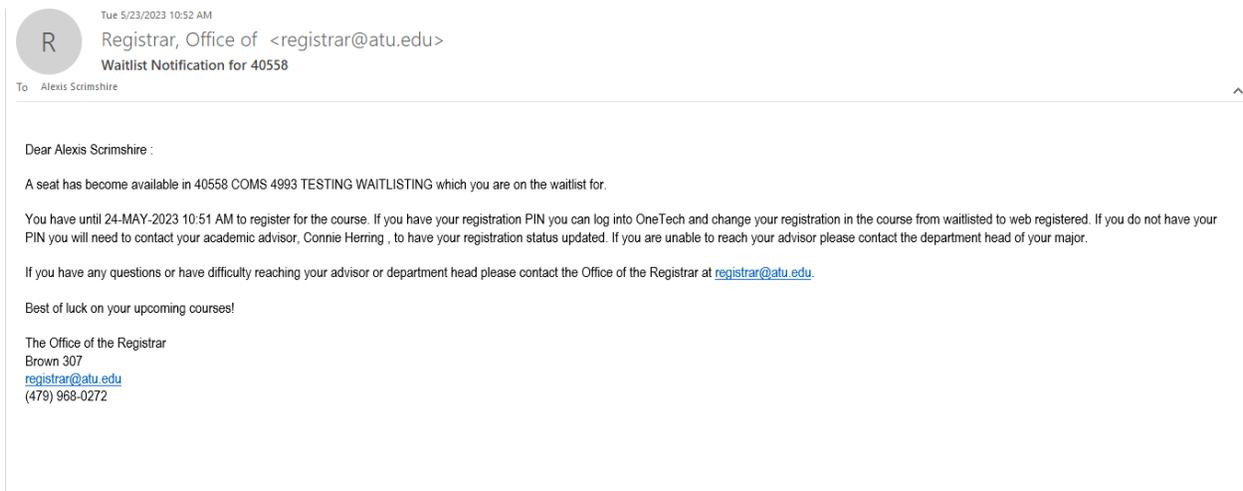
Status

Action

Course Closed. To get on the waitlist select "Waitlisted" from the drop down and submit changes. If a seat opens you will have a limited time to register so check your OneTech email daily.

Waitlisted

Once on the WL, when a seat becomes available for the student they receive the following email:



All e-mails are sent to the student's OneTech account. If the student fails to adjust their schedule by the deadline the system removes their WL registration for the course and the next student on the list receives a notice with a new deadline.

The WL registration status will be removed from the self-service web menu the week before classes begin, preventing students from adding to the list during that time. The early cutoff is intended to keep the lists from overflowing at a time when it is unlikely students will be able to get in the class. On the last day of late registration, the wait lists will be purged and waitlisting will be turned off.

Student Views

Initial Setup

In order for a department to establish a waitlist for a section they will only need to assign available seats to the WL column in SSASECT under the "Section Enrollment Information" tab. It is the discretion of the managing department to determine what an

appropriate number of WL seats are for their courses.

ellucian Schedule SSASECT 9.3.29 (PROD)

Term: 202370 CRN: 71534 Subject: ART Course: 4883 Title: ADV: BOOK DESIGN & PUBLISHIN

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	18	Waitlist Maximum *	5
Actual	18	Waitlist Actual	1
Remaining	0	Waitlist Remaining	4

Authorization Codes Active for Section Generated Credit Hours 54.000

Census One

Priority Management

Departments will be able to monitor the waitlist using the Waitlist Priority Management screen (SFAWLPR). This will show students status, priority number (the lower the number the higher the priority) and the date/time they registered. Students on a WL will also appear on the SFASLST roster.

In order to move a student to the top of the waitlist you will need to assign them a priority number lower than the top person on the list. If the first position is still priority 1 then adjust all priorities to a greater number, without duplicates and set the priority student to 1. This is illustrated in the following figures.

ellucian Waitlist Priority Management SFAWLPR 9.3.7 (TEST1006)

Term: 202370 Fall Term 2023 CRN: 70028 Subject: ART Course: 2123 Start Over

Class Title: EXPERIENCING ART

WAITLIST PRIORITY MANAGEMENT

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority
[REDACTED]	Herring, Connie C.	1	WL	07/10/2023 14:08	1
	Robinson, Whitney T.	2	WL	07/05/2023 16:35	2.000000

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ellucian Waitlist Priority Management SFAWLPR 9.3.7 (TEST1006)

Term: 202370 Fall Term 2023 CRN: 70028 Subject: ART Course: 2123 Start Over

Class Title: EXPERIENCING ART

WAITLIST PRIORITY MANAGEMENT

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority
[REDACTED]	Herring, Connie C.	1	WL	07/10/2023 14:08	3.000000
	Robinson, Whitney T.	2	WL	07/05/2023 16:35	1

Notification Tracking

Once a student receives a notification, they are removed from the SFAWLPR and placed on the waitlist notification query (SFIWLNT) listing. This listing shows when the notice was sent and when their period will expire. It also gives you history on who has registered off of the waitlist and who was dropped.

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
					1.000000	Dropped	04/14/2023 15:37:37	04/15/2023 15:37:37
	Scrimshire, Alexis R.	11	WL	05/23/2023	1.000000	Pending	05/23/2023 10:51:50	05/24/2023 10:51:50
					2.000000	Dropped	04/15/2023 15:40:26	04/16/2023 15:40:26
					3.000000	Dropped	04/18/2023 06:55:00	04/19/2023 06:55:00
					4.000000	Dropped	04/19/2023 06:55:30	04/20/2023 06:55:30
					5.000000	Dropped	04/20/2023 06:55:49	04/21/2023 06:55:49
	Clark, Justin R.				5.500000	Dropped	04/21/2023 06:56:20	04/22/2023 06:56:20
	Herring, Connie C.	12	WL	05/23/2023	6.000000	Dropped	04/22/2023 06:57:03	04/23/2023 06:57:03

Necessary Screens Summary

Departments will use the following screens in the waitlist process:

- SSASECT: create waitlist by section using the "Section Enrollment Information" tab
- SFIWLNT: monitor notifications to students by section
- SFAWLPR: monitor and edit the waitlist by section

Additional Resources

An ARGOS report has also been created to show waitlist activity. The report is located in the "Enrollment/Registration Student Lists" folder and is titled "Waitlist Reporting."

Other Processes Affected by Automatic Waitlisting

Seating Adjustments

Waitlisting will require special attention when managing seating in affected sections. Anytime the remaining number of seats increases above zero another student in the WL will receive a notification. Like all registration restrictions waitlisted sections can be overridden on the SFAREGS screen in Application Navigator. If a department sees an open seat (that is not available) and overrides the warning the waitlisted student, who received an email indicating the seat was available for them to register, will not be able to register. To avoid denying a notified student their seat or sending a notice when we shouldn't, departments must be careful not to adjust the seating in a way that triggers a notice unless they intend for it to go to the first person on the list. Likewise, no one should be overriding the waitlist registration error message besides the managing department. If that department chooses to do so here are some examples of how to manage those adjustments while minimizing risk of confusion and false notices:

Example 1:

In the case below, there are students on the waitlist, but no seats available. An email notice has not been sent to anyone on the waitlist. If the department wishes to put someone in the class ahead of the waitlisted students it is imperative that the remaining regular seats not go above 0 to avoid a false notice being sent.

ellucian Schedule SSASECT 9.3.29 (TEST1006)

Term: 202370 CRN: 70028 Subject: ART Course: 2123 Title: EXPERIENCING ART

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	1	Waitlist Maximum *	3
Actual	1	Waitlist Actual	2
Remaining	0	Waitlist Remaining	1

Authorization Codes Active for Section Generated Credit Hours 3.000

To do this enroll the student first, overriding the closed class message, in SFAREGS.

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Message	Grade Mo...	Credit Hou...	Bill Hou...	Atte... Hours	Time Status Hours	Stat...	Lev...	Appr Recd	Override	Part of Term
70028	ART	2123	001	Course Closed. To get on the waitlist select "...	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	Yes	1

Then go back to SSASECT and adjust the total seating to account for the added student bringing the remaining seats back to zero and successfully avoiding a false notice to a student.

ellucian Schedule SSASECT 9.3.29 (TEST1006)

Term: 202370 CRN: 70028 Subject: ART Course: 2123 Title: EXPERIENCING ART

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	2	Waitlist Maximum *	3
Actual	2	Waitlist Actual	2
Remaining	0	Waitlist Remaining	1

Authorization Codes Active for Section Generated Credit Hours 6.000

Example 2:

In this instance a notice should have been delivered to the waitlisted student(s) for the available seat. To add a student ahead of the waitlisted student without sending a false notice to the next student on the waitlist the overrides must be managed so the

remaining seats do not exceed the number reported when the adjustments were begun.

ellucian Schedule SSASECT 9.3.29 (TEST1006)

Term: 202370 CRN: 70028 Subject: ART Course: 2123 Title: EXPERIENCING ART

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	1	Waitlist Maximum *	3
Actual	0	Waitlist Actual	2
Remaining	1	Waitlist Remaining	1
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000

Register the student in the course on SFAREGS, overriding the Registration Restriction. Leaving a remaining seat count of zero.

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Message	Credit Hours *	Grade Mode *	Bill Hou...	Att... Hou...	Time Status Hours	Status *	Level *	Appr Recd	Override
70028	ART	2123	001	Open seats are reserved for waitlist. To get on the...	3.000	S	3.0...	3...	3.000	RE	UG	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes

Then increase the available seats in the section by one making a chair available for the notified student only.

ellucian Schedule SSASECT 9.3.29 (TEST1006)

Term: 202370 CRN: 70028 Subject: ART Course: 2123 Title: EXPERIENCING ART

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	2	Waitlist Maximum *	3
Actual	1	Waitlist Actual	2
Remaining	1	Waitlist Remaining	1
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	3.000

Census One

While the remaining seats are set to zero the notified student will not be able to add themselves to the course so be sure that the seat is added back to the section as quickly as possible. It is advised that you check the notification deadline for the pending notice before making these sorts of adjustments to be sure no notices will be expiring while you make the changes.

Student Holds

Certain holds that may come up during the course of a term will prevent students from adjusting their schedules. Leading up to the beginning of the term it will be critical for students on the waitlist to monitor their holds. If a hold is placed on their account at the end of the week and they get a notice on Saturday that their seat is available then they have just lost their chance to register as well as their place on the waitlist if they cannot get the hold resolved before the deadline. It is the student's responsibility to monitor their holds and access, but it is important for the departments to understand how this affects the process as well.

Duplicate Section

If a student decides to register for another section of the same course they have waitlisted, the student will receive an error "Duplicate Course." The waitlisted course will have to be dropped from the student's schedule before the new course can be added.